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National Capital Consortium
UNIFORMED SERVICES UNIVERSITY
OF THE HEALTH SCIENCES
F. EDWARD HÉBERT SCHOOL OF MEDICINE
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GRADUATE MEDICAL EDUCATION COMMITTEE MEETING

2 April 2008 1500

OPEN SESSION MINUTES

The National Capital Consortium Graduate Medical Education Committee met Wednesday, April 2, 2008, 1500. A quorum was present.

OLD BUSINESS:

Approval of Minutes: The March 5, 2008, NCC GMEC Minutes were amended and approved without objection to reflect the Internal Medicine's Hematology and Oncology, Gastroenterology, & Endocrinology, Diabetes & Metabolism Programs each received accreditation for 5 years

- III.B.10.e**
- 1. Continuing Program Director Searches:** **NCC Sleep Medicine Fellowship Program (Initiated 21 November 07)**, Pending Approval of Board of Directors, **NCC Oral Maxillofacial Surgery Residency Program (Initiated 07 Jan 08)** Pending Search Committee Recommendation. Packet Forwarded on 13 March 08 **NCC Vascular Surgery Fellowship Program (Initiated 07 Jan 08)**, Pending Search Committee Recommendation. Packet Forwarded on 1 April 08 **NCC General Preventive Medicine, USUHS Program (Initiated 11 January 08)** Pending Board of Director Approval on Search Committee Recommendation **NCC Administrative Director Position (Initiated 14 Jan 08)** Pending Search Committee Nominee from the Director of WRAMC **NCC Anesthesiology Residency Program (Initiated 06 March 08)** Pending Search Committee Nominee, **NCC Pain Medicine Fellowship Program (Initiated 06 March 08)** Pending Search Committee Nominee
 - 2. Selections of NCC Program Directors:** **Gastroenterology Fellowship Program (Initiated 28 Nov 07)** LTC John Horwhat MC USA, effective 1 July 2008
 - 3. Selections of NCC Associate Program Directors are as follows:** LCDR Brian C. Thomas, MC, USN, **NCC Dermatology Residency Program**, effective 01 July 08; LTC Margret Merino, MC, USA, **NCC Pediatric Hematology/Oncology Fellowship Program**, effective, 06 March 08.

Certificate of Appreciation: None.

The Committee voted without objection to approve the selections.

Congratulations to all!

NCC Staff: Ms Sha-Ron Nimmons is now serving as the NCC Registrar. She may be reached at snimmons@usuhs. Her phone number is 301-295-3445. Ms Paula Myers has assumed the administrative duties previously performed by Ms Nimmons. Ms Myers may be reached at pmyers@usuhs.mil. Her phone number is 301-295-3436.

NEW BUSINESS:

III.B.1 Resident Representative Issues: Jonathan Hawksworth, CPT, MC, USA, WRAMC, was present. No issues were raised.

Committee Responsibilities: Dr. Gunderson reported on behalf of the Internal Review Subcommittee. (Attachment1).

III.B.11 1. Internal Review Tracking Issues:

- The Allergy and Immunology internal review has been scheduled for 10 April 2008.
- The Progress Report for the Anesthesia Program is now long overdue with a deadline of October 2007.

2. Internal Reviews: None

III.B.11 3. Follow-up of Prior Reviews:

- Sports Medicine Progress Report Concerns and Responses
 - Concern:** Documentation of procedures/case logs.
Response: *Case logs are maintained by fellows in electronic format on an Excel spreadsheet. They are collected quarterly and reviewed by the Program Director prior to each fellow quarterly formative evaluation session. This process has been in place for three years and was reported to the Internal Review chairman.*
 - Concern:** No documentation of graduate performance at first duty station.
Response: *There was and is no lack of such documentation. The PD provided these documents to the Internal Review chairman, and they are available for review at USU now. The PD is in the process of collecting evaluations from last year's graduating classes' supervisors as well. Subcommittee on Internal Reviews:* The response is appropriate and the finding has been resolved.
 - Concern:** Faculty expressed concern for not having a system in place to allow them to assess a fellow's ability to perform medical procedures.
Response: *Once E*value is functional next academic year, fellows will be instructed to log several of each type of joint injection procedure, each treadmill test, each ultrasound-guided injection, and each compartment pressure testing procedure in E*value. The program will send an email to the attending for review and comment. Once five procedures of each have been supervised, and the attending comments that the fellow is competent in that procedure, no further attending electronic comments will be necessary, but fellows will still continue to log procedures in E*value. Subcommittee on Internal Reviews:* The response is appropriate and the finding has been resolved.
 - Concern:** Currently, resident evaluations only incorporate input from the program director and departmental faculty. Recommend including multiple sources of feedback.
Response: *Solutions:*
 - The PD has enrolled all fellows in the Army Provider-Level Satisfaction Survey system, which collects results of patient satisfaction surveys. The PD will review this data quarterly and provide feedback to fellows.

- iii. Goals and objectives and the evaluation form developed for the medical oncology elective were acknowledged.
 - Subcommittee on Internal Reviews: The Subcommittee reviewed these responses.
 - b. CODA accreditation letter for the Oral and Maxillofacial Surgery Program for 4 years.
5. The next Subcommittee meeting is scheduled for 30 April 2008 at 1500, location to be determined.

The GMEC voted to accept the minutes as written.

Core Competencies Committee: MAJ Klote reported no meeting was held.

- a. **Best Practices Presentation:** Although no presentation was presented. COL Nace has a list of ten topics which fall of the heading of either Best Practices or Issues to be Dealt With to be presented beginning in June. She will present at least one topic per month .
- b. The NCC has copies of "The Insiders Guide to ACGME Competencies" which is available for review. If anyone is interested, they should contact the NCC staff.

Resident Work Hours Surveys: The following is a list of surveys that were recently completed. The Program Director for each program was asked to look at the results of their survey and provide a written report regarding the shaded areas to the Internal Review Subcommittee before their next meeting which is scheduled for April 30, 2008: Internal Medicine Bethesda, Gastroenterology, Hematology & Oncology, Endocrinology, Internal Medicine Walter Reed, Pulmonary and CCM, Infectious Disease, Rheumatology, Nephrology, Critical Care Medicine, and Cardiovascular Disease.

III.B.10.b **Changes in Resident Complement:**

Temporary Increase: COL Gambel, MC, USA, Physical Medicine and Rehabilitation, Program Director, request for a temporary increase to accommodate a need for more military Physical Medicine doctors was approved by the GMEC.

Permanent Increase: MAJ Klote, MC, USA, Transitional Year, Program Director, request for a permanent increase in the WRAMC compliment because the plan is to close the Navy Program and expand the Army program was approved by the GMEC.

Temporary Increase: COL Mallon, MC, USA, NCC Preventive Medicine Program Director request for a temporary increase to accommodate one CIA civilian was approved by the GMEC.

Permanent Decrease: The RRC has not yet acted on the request for a permanent decrease requested by Otolaryngology. CDR Sorenson asked permission to contact the RRC and request implementation of the decrease with new block schedules effective 1 July 2008. The GMEC had previously approved the permanent increase and concurred with the proposal.

Forced Movement of USUHS Department of Obstetrics and Gynecology: In the absence of Col Zahn, CDR Rita Driggers, MC, USN, OBGYN Associate Program Director provided an update on the status of the forced movement of the program. The Department of Obstetrics and Gynecology staff housed in NNMC received sudden notice through the administration at USUHS that they were being forced to move from the space occupied for over nine years. Apparently, this decision was based on the necessity to relocate non-provider personnel due to construction due to

take place in the near future. Although this is an ongoing issue, to-date the program has been able to maintain about half of the space.

III.B.2. Travel Orders and Claims: Mr. Vernon Hankerson, NCC Program Analyst and Mr. James Bruce, USU Finance addressed the following concerns regarding the issues of processing travel authorizations and claims:

- **Registration fees** are to be paid by the NCC office only. The registration form is to be completed and forwarded to the NCC office for processing. The current USUHS policy is that they will no longer reimburse if someone decides to pay for their own registration.
- **Travel Funding Authorization** provides the line of accounting information only. It does not serve as a travel order.
- **Travel Requests must be approved** by the PD before the NCC will process any requests.
- **The NCC only pays for travel** for the Program Director, Associate Program Director, and the Coordinator. The NCC does not pay for faculty travel.
- **The NCC is in the process of developing an SOP.**

III.B.2
III.B.10.d

MOUs: Reminder that all new proposals should identify additional funding requirements, including anticipated TDY expenses. MOUs more than five years old must be renewed.

- **Proposed** agreement with the David Grant Medical Center (60th Medical Group) at Travis Air Force Base, California. This agreement would a physician in the Consortium's **Transitional Year Residency Program** at Walter Reed Army Medical Center, to participate in a clinical rotation at David Grant Medical Center during the period from 7 April to 4 May 2008, MAJ Klote, NCC Transitional Year, Program Director
- **Proposed** agreement with the Naval Hospital Pensacola. This agreement would allow a physician in the Consortium's **Transitional Year Residency Program**, to participate in clinical training at Naval Hospital Pensacola during the period from 2 June through 30 June 2008. MAJ Klote, NCC Transitional Year, Program Director
- **Proposed** agreement with Suburban Hospital. This agreement would allow physicians in the Consortium's **Obstetrics and Gynecology Residency Program** to participate in clinical training at Suburban Hospital. Col Zahn, NCC OB/GYN, Program Director
- **Renewal:** Proposed agreement with the Georgetown University Hospital. This agreement would extend for five years a current agreement between Georgetown and the **Consortium** that has allowed physicians in the Consortium's Hematology and Medical Oncology Fellowship Program to participate in clinical training at Georgetown University Hospital. The current agreement expires in July, 2008. MAJ Gallagher
- **Proposed** agreement with the Naval Medical Center, Portsmouth, Virginia. This agreement would allow the Consortium's Internal Medicine Residency Program, to participate in clinical training at the Naval Medical Center during the period from 5 May through 1 June 2008. NCC08044

The Committee voted unanimously to approve the MOUs.

FY09 NCC Budget: The NCC FY09 Budget Call will be forwarded via email on 3 April with a due date of 9 May 2008. The Visiting Professors line items have been reduced from four to two. If there is a need for more than two, the PD should submit justification.

INFORMATION ITEMS:

- The next Board of Directors meeting will be held in July. At that time, the NCC FY09

budget will be presented for approval.

- The NCC budget call will be distributed to the Program Directors on or about 3 April with a due date of 1 May 08.
- **Next Executive Committee Meeting:** To be determined
- **Next Internal Review Subcommittee Meeting:** 26 March 2008, 1530. Location to be determined.
- **Next Core Competency Committee Meeting:** 2 April 2008, 1400.
- **Next GMEC Meeting:** 2 April 2008 1500.
- **NCC Graduation Practice:** June 18, 2008, 1300, Strathmore
- **NCC Graduation:** Friday, June 20, 2008, 10-12 noon, Strathmore

ITEMS FROM THE FLOOR:

COL Nace:

- PGY2s must have a license soon.
- Carmen Wagner has been selected to fill the position of Administrative Director for the WRAMC GME office.
- Approximately 900 parking spaces will be lost at NNMC as a result of the construction that is scheduled to begin sometime this summer.

COL Hnatiuk raised a question regarding the GME Summit. In response, COL Nace stated that the idea of the summit is to review the programs to make sure they are in good standing in the area of patient population, etc.

MAJ Moran reported that he is having problems getting requests processed through the USUHS CME office. After much discussion, the AD agreed to convey MAJ Moran's concerns to the CME office.

COL Cuneo inquired as to the status of a MOU with the Park Service for Tactical Medicine. Mr. Jason Karr responded that he has not seen anything formal regarding the agreement, but will track the status.

CDR Hebert reported Mr. Bob Woodruff has agreed to be the speaker at the NCC graduation.

MAJ Klote:

- E-Learn will be open to the Army side of things soon. A physician impairment module is needed and Dr Mallon agreed to provide a Preventive Medicine Module.
- The CIC group has reached a compromise with Navy and WRAMC is adopting their system for future scientific review research. A call will be put out through the hospitals to identify Vice-Chairs. A SOP is under developed.

Col Manaker inquired as to whether a decision has been made regarding block schedules for next year. MAJ Klote responded that block one runs from 1 – 20 July.

Mr. Hankerson reported non-government coordinators are not authorized to travel on government funding unless their contract is amended to include travel. Mr. Jason Karr commented another way would be to hire contractors potentially through USU because the process is easier to manage.

COL Munter reminded the committee that the USU Specialty Night is scheduled to start at 6:00 p.m.

The meeting adjourned at 1620 hours.

A Closed Session followed

A handwritten signature in blue ink, reading "Howard E. Fauver, Jr." with a stylized flourish at the end.

Howard E. Fauver, Jr., M.D.
Administrative Director

Note: Reference in the left margin represents functional area of responsibility of the Graduate Medical Education Committee. Attached to these minutes are definitions of the eleven areas.